



## **COOK SPECIALIST II**

**Recruitment #114499-00102184-1TR35M**

<b>Department(s):</b>	<b>Department of Transportation</b>
<b>Opening Date:</b>	<b>06/02/2011 03:05:00 PM</b>
<b>Closing Date:</b>	<b>Continuous</b>
<b>Cut-off Date:</b>	<b>06/17/2013</b>
<b>Type of Recruitment:</b>	<b>Departmental Open</b>
<b>Salary:</b>	<b>MONTHLY-RANGED-SALARY - \$2,215.83 to \$3,233.00</b>
<b>Employment Type:</b>	<b>Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent</b>
<b>Exam Type:</b>	<b>Spot</b>
<b>Location(s):</b>	<b>Dist 03 Caltrans Marysville Dist 10 Caltrans Stockton</b>

### **INTRODUCTION**

**The job opportunities for this classification are for seasonal work in remote locations with non-standard working hours.**

Candidates may only establish eligibility in one of the above locations. Indicate the location for which you are applying directly under the examination title on your application.

### **EEO**

The Department strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation.

## DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

## WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

## FILING INSTRUCTIONS

Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATION WILL NOT BE ACCEPTED. Applications postmarked AFTER THE CUT-OFF DATE, personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE CUT-OFF DATE WILL BE HELD FOR THE NEXT ADMINISTRATION OF THE EXAMINATION. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

### FILE BY MAIL

Department of Transportation  
Exam Services (MS 86)  
P.O. Box 168036  
Sacramento, CA 95816-8036

### FILE IN PERSON

Department of Transportation  
1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor  
Sacramento, CA 95816

## SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

## POSITION STATEMENT

Prepares, cooks, and dispenses soups, sauces, meats, eggs, dairy products, vegetables, salads, salad dressing, fruits, pastries, desserts, breads and beverages; cleans and maintains culinary utensils and equipment and the working area with the assistance of helpers; assigns work and gives instruction

and training to employees and helpers from the resident population, evaluates their performance, and takes or recommends appropriate action; may plan menus; inspects personnel and working areas and maintains safety and sanitation standards; reports on the work progress of assistants; keeps records; as required, requisitions, receives, inspects, stores, and inventories supplies; and acts for the Supervising Cook in his absence.

## **ELIGIBLE LIST INFORMATION**

A Department Open spot eligible list will be established for the Department of Transportation in District 3 and 10. The names of successful competitors will be merged onto the list, in order of final scores, regardless of date. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

NOTE: All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

## **MINIMUM QUALIFICATIONS**

### **EITHER I**

Two years of experience in the California state service performing the duties of a Cook Specialist I.

### **OR II**

Three years of experience as a cook in one or a combination of the following:

1. Preparing food for at least 250 persons a meal with experience at the various stations, not less than six months of which shall have been in charge of the work of kitchen helpers or others doing similar work. OR

2. Personally preparing complete breakfasts, lunches, and dinners for 50 or more persons a meal. (Short-order cooking experience is not considered qualifying.)

(Full-time training in a recognized trade school for cooks and bakers may be substituted for not more than two years of either type of the required experience on the basis of one month of such school attendance being equal to two months of experience.)

## EXAMINATION INFORMATION

This examination will consist of a Supplemental Application Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

**ONLY** candidates who meet the minimum qualifications will be sent the Supplemental Application Questionnaire with complete instructions.

## KNOWLEDGE AND ABILITIES

**Knowledge of:** Principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantity; kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas; food handling sanitation; food values as well as nutritional and economical substitutions within food groups; principles of effective supervision and instruction and working with assistants and helpers from the resident population; food accounting and keeping records and preparing reports.

**Ability to:** Communicate at a level required for successful job performance; prepare and cook all food groups and use appropriate equipment; judge food quality; plan work schedule and prepare and follow menus, recipes, and formulas; determine food quantities necessary for groups of varying size; instruct and work with assistants and helpers from the resident population; keep records and prepare reports; analyze situations accurately and adopt an effective course of action.

## SPECIAL PERSONAL CHARACTERISTICS

Sympathetic understanding of and willingness to work with resident population of State institutions; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

## VETERANS PREFERENCE

Veterans' Preference credits will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

## CAREER CREDITS

Career Credits will not be added to the final score of this examination.

## SELECTION PLAN

Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application.

## CONTACT INFORMATION

For more information regarding this exam, please call the analyst at 916-227-7838

## DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

## GENERAL INFORMATION

Applications are available at [www.jobs.ca.gov](http://www.jobs.ca.gov), State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929*